

THE TOWNSHIP OF ALFRED AND PLANTAGENET

TITLE: Facility maintenance Attendant – Curran, Plantagenet and Treadwell community hall

SERVICE: Parks and Recreation

SUPERVISOR: Parks and Recreation Director

General description:

Reporting directly to the Recreational Director, the facility maintenance attendant performs a variety of household and maintenance chores, both inside and outside the Halls. He shall report to the office of the Township of Alfred and Plantagenet located at 205 Old Highway 17, Plantagenet at the end of each day of work.

Roles and responsibilities:

- Perform maintenance work both inside and outside the Centre and make minor manual tasks such as replacing lights, repairing broken windows, removing dangerous objects from heavy traffic areas, clean spider webs outside and inside.
- Clean and disinfect the furnishings, kitchen, washrooms, walls and floors and maintain the centre clean at all times.
- Identify needs, maintain an inventory of supplies, tools and maintenance equipment and prepare a list for the renewal of inventories for submission to the Recreation coordinator.
- Perform seasonal maintenance work (yearly cleaning, washing of all the windows, stripping and waxing floors as needed, cleaning ceramic floors and walls, checking the heating system, snow removal, etc.).
- Keep a record (logbook) of snow removal made and actions taken, e.g., salting, snow removal of sidewalks, etc.
- Perform maintenance and repair of equipment and furniture.
- Maintain strict security rules and regularly inspect the condition of the premises (ventilation system, heating, slippery floor, etc.).
- Clean and set up the hall in accordance with the hall rental schedule.
- Ensure that the supplies are of good quality and are stored according to safety standards.
- Perform other related duties.

Skills and knowledge:

- High school diploma or equivalent.
- Experience in housekeeping services.
- Bilingual.
- Know the housekeeping techniques and general knowledge in equipment repairs, the maintenance of inventory and acquisition.
- Knowledge of safety standards and how to use the commercial maintenance products.
- Provide a criminal record.
- Have a car and a valid class G driver's license.

Salary:

Salary grade level 2, starting at 18.82\$ per hours plus a mileage allowance.